

Professional and Managerial Branch  
Personnel Administration Group  
Personnel Analysis Series

**PERSONNEL RESEARCH ANALYST**

12/99 (JAS)

*Summary*

Under direction, perform expert level professional staff research and analysis functions pertaining to complex human resources issues to support department head and division managers in planning and development of additional or improved Citywide classification and compensation, employee relations and services, personnel and payroll records, recruitment and examination, training and development, or related programs and processes.

*Typical Duties*

Organize, conduct, evaluate and report on research projects of procedural, cost and morale effects of current and proposed personnel practices and related administrative policy changes. Involves: recommending and initiating approved studies that include but are not limited to such subject areas as collective bargaining proposals, turnover and absenteeism, grievances and personnel action appeals, performance management, workforce diversity and adjustments, workforce diversity and adjustments, and employee attitudes based on review of professional literature for human resources administration innovations and legal compliance changes, and in response to City management and employee requests for studies of specialized or cross functional personnel rules, activities and situations; estimating cost, time and other resources needed for mandated or suggested projects; scheduling and allotting investigative tasks for multiple approved projects in accordance with priorities and objectives specified by Personnel management; identifying potential internal and external sources of recorded information, subject matter experts and other project participants; adapting and applying survey techniques, instructions and questions; leading project teams of one or two other Personnel Analysts and clerical support assisting with major information gathering and documentation activities if assigned which includes delegating, instructing in and checking on tasks to be performed or personally collecting, verifying and disseminating information through discussions or correspondence with participants, arranging for data entry and report generation, assessing sample adequacy, and compiling and interpreting results; modeling alternative scenarios by identifying competitive benchmarks, forecasting activity trends, analyzing statistics and estimating costs.

Assist with formulation of proposals and guidelines for new or modified practices or policies, and their implementation, communication and monitoring. Involves: conferring with Personnel management, Legal, Management and Budget, Information Services, and employee representative to establish administrative requirements, and to facilitate resolution of related disputes associated with programs and processes adopted which includes ascertaining and explaining their circumstances; preparing and presenting study reports that are illustrated with graphs, diagrams, tables and schedules as necessary to delineate advantages and disadvantages of recommendations made, and explain consequent interactions and changes in scope of personnel functions; writing draft rule and ordinance revisions to define requirements associated with designated topics as instructed; establishing, safeguarding and maintaining comprehensive specialized and confidential human resources databases on personal computers or client-server network, and requesting and arranging for periodic downloads from and uploads to central computer system of City employee and payroll details in conjunction with information technology staff.

Perform related incidental duties contributing to realization of department goals as required. Includes: substituting for coworkers as qualified by carrying out specific functions within authorized limits to maintain continuity of ordinary services; providing designated support to projects or activities overseen by higher-graded personnel as instructed; explaining and demonstrating work to assist supervisor in orienting and training less knowledgeable employees; engaging in assignments related to functions of other positions for training purposes under general supervision; logging activities, and preparing recurring or special activity or status reports.

*Minimum Qualifications*

Training and Experience: Graduation from an accredited college with a Bachelor's degree in Business or Public Administration, Behavioral Science or a closely related field, plus for (4) years of professional administrative, planning or research experience associated with one or more major personnel management functions such as classification and compensation, recruitment and examination, employee relations and services, training and development, or human resources information systems and payroll for a large governmental, institutional, industrial or commercial organization with a highly diversified employee population; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Comprehensive knowledge of: business statistics and personnel research methodology. Considerable knowledge of: general personnel administration principles, policies, processes and practices; human resources and payroll information systems applications compatible with currently installed City

hardware and software; status and purpose of pending federal, state and local labor related legislation.

Ability to: read and comprehend common scientific and technical journals, financial reports, and legal documents; interpret a wide variety of technical instructions including those in in mathematical or diagram form to identify new or unprecedented problems, collect data efficiently, extensively probe and analyze undefined issues to establish facts, and draw valid conclusions about human resource management problems that deal with numerous abstract and concrete variables; summarize findings and prepare clear, concise reports, correspondence, speeches, position papers, graphs and exhibits in prescribed style and format for internal and external individuals and audiences; prepare and deliver oral and audio/visual presentations; direct the work of others if assigned; establish and maintain effective working relationships with fellow employees, officials, other employers, regulatory agencies, the general public, and others who may have a significant impact on programs and policies; persuasively discuss controversial topics in order to facilitate responses to highly sensitive inquiries or cooperative resolution of non-routine complaints; apply advanced mathematical concepts such as exponents, logarithms, quadratic equations and permutations, and perform mathematical operations such those related to frequency distribution, test reliability and validity determination, correlation techniques, sampling theory, variance and factor analyses.

Skill in safe operation and care of: personal computer or network workstation, including generic business productivity and specialized human resources management software.

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Director of Personnel

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Department Head

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